

FY2015 Martin Luther King Jr. Commission Grant Request for Proposal

The North Carolina Martin Luther King, Jr. Commission is seeking applications for its FY 2015 grant program. The Commission has been authorized by the North Carolina General Assembly to award a limited number of grants to promote an awareness and appreciation of the life and philosophy of Dr. Martin Luther King, Jr. The theme of the FY 2015 Martin Luther King, Jr. Grant Program is “Content of Character,” as described in a quote from Dr. King:

“I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character.”

This year the Commission is requesting that an eligible applicant submit a proposal that will focus on educational projects to reach young people less than 14 years old and instill an awareness of the philosophy of Dr. King. For example, Dr. King was noted to have said, “The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.” The North Carolina Martin Luther King, Jr. Commission is interested in engaging organizations to think creatively about activities that will disseminate information about Dr. King’s philosophy. The Commission wants to engage young people to structure an individual Content of Character model, a vision of Dr. King’s philosophy, in their own everyday life and goals.

Purpose of the Martin Luther King, Jr. Grant Program

The overall goals of the program are to engage children in peer-to-peer educational activities that disseminate information about the life and philosophy of Dr. Martin Luther King, Jr. and to capture the outcomes of such activities. The program anticipates that, through these activities, young children will understand the life and teachings of Dr. King.

Eligible Applicants

Eligible applicants include educational institutions, community-based organizations and churches. Because the Commission is interested in reaching a geographically diverse group within a specific region, applicants are encouraged to partner with other organizations within a region, such as local Human Relations Commissions, Economic Development Councils, Urban Leagues and/or community colleges to design and implement a multi-dimensional program that will maximize the number of children and families reached in their region.

Eligible Activities

Activities should focus on reaching children under 14 to provide guidance about the applications of Dr. King’s philosophy to their everyday life and their future dreams. Applicants should provide detailed narratives about activities relevant to their target area and target population. Applicants may also propose a comprehensive approach, integrating activities to achieve the

desired outcome, as well as describing and documenting how these activities may be replicated to serve as a model for other target areas across the state and country.

Eligible activities may include, but are not limited to, the following:

- developing and delivering replicable school performances about the positive aspects of non-violent behavior;
- utilizing performances or other media to present the peer-to-peer counseling that is effective in reducing the long-range emotional and physical impacts of bullying; recommending guidance for handling situations where bullying exists;
- creating mentoring and/or tutorial programs to enhance learning for special needs children;
- coordinating with local day care facilities to write and record songs and plays that reflect Dr. King's philosophy;
- offering local/regional oratorical competitions for middle-school children and providing awards for the winners;
- launching an educational School Bowl that includes questions and answers about Dr. King's life, his speeches, his philosophy and the applications of his philosophy to everyday life and providing awards for winners;
- delivering a competitive poster competition; and coordinating with local/regional art events to offer visibility for winners of the competition;
- offering presentations to exemplify the advantages of living and working in a culturally diverse environment;
- developing and implementing projects to reach Limited English Proficiency (LEP) populations;
- conducting research and developing a white paper about the relationship between Dr. King's philosophy and its impact on the increasing cultural diversity North Carolina will be experiencing in the next decades; delivering a presentation on this topic;
- conducting research on initiatives that offer promise for improving academic achievements for young athletes;
- developing and delivering Content of Character presentations that convey Dr. King's philosophy on young lives.

Estimated Total Program Funding: Approximately \$5,000

Expected Number of Awards: 2 or 3

Leveraging: Not required, but encouraged

Award range: \$1,500 to \$3,000/grant

Application due date: Friday, October 31, 2014

If you have questions, you may contact Ms. Mary Curtis at 919-807-4430

Submittal of Applications

You must submit five (5) copies of your application, to include the following:

- Grant application form,
- Narrative responses to the rating factors,
- Organizational Conflict of Interest Policy, and
- IRS confirmation of tax-exempt 501(c)3 status.

Proposals for the FY2015 grant program must be postmarked no later than October 31, 2014.
All proposals must be sent to Martin Luther King, Jr. Commission at the address below.

You may mail your application by US Postal Service to:

The NC Martin Luther King, Jr. Commission,
Department of Administration
1318 Mail Service Center,
Raleigh, NC 27699-1318

You may send your application by overnight delivery to:

The NC Martin Luther King, Jr. Commission
Department of Administration
116 West Jones Street
Raleigh, NC 27603

Faxed or emailed applications will not be accepted.

Details about materials to be submitted and the format for submission are presented below.

Rating Criteria

Applications from eligible applicants that are not listed on the State of NC's Suspension of Funding List (SOFL) will be eligible to be scored and ranked. The Commission will recommend awards for applicants on the basis of the Commission's evaluation of the submitted application relative to the following four rating factors.

Purpose/Objective of the Project

In this factor, the applicant should provide a project overview that describes the purpose of the proposed project, the needs of target area, and the target population. Include an estimate of the number of individuals, children and families who will be reached by the project(s).

Work Plan

The applicant should provide specifics about the project, including its target area, target population, location of activities (school, municipal location, festival, etc.) and the anticipated audience(s). In this rating factor, the applicant should include a discussion about collaboration among partners and project support from multicultural organizations.

Leveraged Resources

The applicant should present a summary of resources leveraged to supplement the grant funding. These resources may be monetary contributions or in-kind contributions that may be used to either provide awards, (e.g., laptops for award winners, etc.), receptions and/or technical expertise to ensure the project is recognized locally. The applicant is required to submit a letter of commitment from each organization donating resources. The letter must be written on official letterhead and state the type of contribution and the monetary amount of the contribution. The Commission encourages applicants to leverage resources, but this is not a requirement for rating of the application. However, additional consideration will be given to rating applicants that leverage funds.

Outputs/Outcomes

In this rating factor, the applicant should discuss the proposed project's benefit to the community/region. The MLK Commission is particularly interested in capturing specific outcomes of each project.

The outcomes should include, but not be limited to, a description of:

- Number of children/families reached,
- Involvement of culturally diverse children,
- Programs that focus on the Content of Character theme delivered to peers, and
- Methods that will be used to track behavioral outcomes such as reduction in violent crimes and bullying.

It is critical that, in this rating factor, you describe the strategy for capturing and documenting project outcomes.

Reporting

Each successful applicant is required to submit an annual online report that captures outcomes and expenditures at www.NCGrants.gov. Grantees will automatically be placed on the noncompliance list if reports have not been entered online at www.NCGrants.gov within six months from the end of the fiscal year of the award. After 60 days on the noncompliance list, the grantee will be placed on the State of NC's Suspension of Funding List (SOFL), a list that is generated from the NC Grants system. www.ncgrants.gov. Grantees that are listed on the SOFL will not be eligible for future funding until the grantee is removed from the list. If a grantee is included in the SOFL list more than once, the grantee is delinquent in reporting on more than one grant; and all of a grantee's reports for all grants from all granting agencies must be submitted before that grantee can be removed from the SOFL. Additional information about reporting requirements will be provided to successful applicants by the Office of State Budget and Management (OSBM).

Submission Criteria

The Commission invites proposals in narrative form, not to exceed five (5) 1.5-spaced typed pages, with no less than 12-point font and no less than 1-inch margins. The applicant must

submit five (5) copies of the application, narrative proposal, and budget (details of costs and expenditures) with the application. One (1) copy of the checklist and required supporting documents must also be included and placed on top of the five application/narrative proposal/budget documents. The proposal should include the following documents:

Narrative

The applicant should include a Project Abstract, or a short overview of the proposed project and a response to each Rating Factor. In the Project Abstract, the applicant should include information about the lead organization, its organizational status (educational institution, church, community-based organization), and its partner organizations, their roles in the project and the desired outcomes of the project(s).

You should develop a written response to each of the rating factors shown below; and format your responses as paragraphs that address, in order, the following rating factors:

1. Purpose/Objective of the Project,
2. Work Plan,
3. Leveraged Resources, and
4. Output/Outcomes

Budget

You must also include a detailed budget that shows the total cost of your project, broken down into labor, materials, the amount of funds you will leverage, and the total funding that you are requesting from the MLK Commission.

A letter of commitment on official letterhead must be submitted for each organization that financially supports your project. (The letters of commitment will not be counted in the five-page maximum requirement for the proposal.) Grant applications will be reviewed relative to the five rating factors in the areas of the organization's specific objectives, benefit to the community, and the narrative describing how the activities will engage the larger community in promotion of the Content of Character philosophies and principles of Dr. Martin Luther King, Jr.

Application Package

Proposals, including the following, should be sent to the NC Martin Luther King, Jr. Commission:

- **Five (5)** copies of:
 - grant application form,
 - narrative proposal, and
 - budget,
- **Five (5)** copies of your organization's Conflict of Interest Policy,
- **One (1)** copy of the application checklist,
- Supporting documents, such as letters of commitment, as applicable.

Submission of Applications

You may mail your application to:
The NC Martin Luther King, Jr. Commission,
1318 Mail Service Center,
Raleigh, NC 27699-1318

You may send your application by overnight delivery to:
The NC Martin Luther King, Jr. Commission
Department of Administration
116 West Jones Street
Raleigh, NC 27603

Proposals for the FY2015 grant program must be postmarked no later than Friday, October 31, 2014. Faxed or emailed applications will not be accepted.

Proposals must be submitted by 501(c)(3) non-profit organizations incorporated in North Carolina with IRS tax-exempt status.

Applicants must include the following with their application:

- Certified copy of Articles of Incorporation (includes Secretary of State's official seal),
- By-laws of your organization,
- Letters of tax exempt status from the Internal Revenue Service,
- List of your organization's Board of Directors/Trustees, and
- Conflict of Interest Policy.

Grant amounts of up to **\$3,000** may be awarded to an organization based upon the merit of the response to this Request for Proposal (RFP). Incomplete applications will not be considered. It is the responsibility of the applicant to submit all materials in one packet by October 31, 2014.

The Commission has the authority to terminate funding and to seek return of all funds awarded for any misrepresentation.

The organization must be willing to enter into a contractual agreement with the Commission concerning the funds.

Applications from previously funded organizations will be considered for additional funding, only if the Commission has received all required forms and reports from the previous grant cycle.

Organizations receiving grants will be required to submit a report and other required financial documentation to the Commission by June 21, 2015.

This report should include details of the project, including publicity materials and full accounting for all monies received by the Commission. This submittal will also include forms required by the NC Office of State Budget Management.

FY2015 Martin Luther King Jr. Commission Grant Application Form

Grants are available to North Carolina not-for profit organizations, limited to educational, community-based and faith-based organizations. All of the information below is required for application to be processed.

1. Name of Organization: _____

2. Contact Person and Title: _____

3. Telephone Number: _____ Email address: _____

Fax Number: _____

4. Mailing Address: _____

City _____ State _____ Zip Code _____

5. Physical Address (if different): _____

City _____ State _____ Zip Code _____

County _____

6. When Organization was founded _____

7. Amount requested from the N.C. Martin Luther King, Jr. Commission: \$ _____

8. Total projected cost of the proposed project: \$ _____

9. Project Beginning Date: _____ Project Ending Date _____

10. Tax Status: (Please check one) **Tax or ID Number Required.** If affiliated with a Tax-Exempt Organization, please submit its Tax or ID number.

___ Tax-Exempt Charitable Organization [(501)(c)(3)]

Federal ID #: _____

___ Other Non-Profit Organization (Specify)

Federal ID #: _____

11. Fiscal Year End: _____

12. Brief Synopsis of Project*

****Please note that you must also submit your Narrative Proposal.***

I hereby certify that the applicant organization does not discriminate on the basis of race, color, gender, age, religion, disability or national origin.

Signature of Non-Profit's Chief Officer Date Submitted

DO NOT WRITE IN THIS SECTION. FOR MLK COMMISSION STAFF ONLY.

Date received _____

All required materials are included ____ YES ____ NO

FY2015 Martin Luther King Jr. Commission Grant Checklist

***This checklist must be submitted with your grant applications. Incomplete applications will not be processed.**

_____ 5 Copies of the completed application form

_____ 5 Copies of narrative proposal

_____ 5 Copies of the budget proposal and details of proposed expenditures for the grant

_____ 5 Copies of your organizational Conflict of Interest policy

_____ Federal Tax ID # (**must be listed on the application**)

Are you a governmental entity? Yes _____ No _____

If you are a governmental entity, you are not required to submit any additional information.

If you are not a governmental entity, then you must also submit the following documentation.

Please check all items to ensure that you have included all required documentation:

_____ Certified Copy of Articles of Incorporation (includes Secretary of State's official seal)

_____ Bylaws of your organization

_____ Letter of Tax Exempt Status from the IRS

_____ List of Board of Directors/Trustees

_____ If you received a grant in a previous year, please attach a two copies of the progress reports.